

Students: What you need to know about the process and procedures involving Academic Misconduct

1. If a faculty member suspects you may have committed an act of academic misconduct, then s/he must meet with you concerning the matter. This informal discussion must be private and face-to-face (i.e., not in the classroom after class, in a hallway, etc.).
 - a. S/He must let you know of the allegation and the evidence on which it is based.
 - b. You must be given an opportunity to respond.
 - c. If s/he has made good faith efforts to schedule such a meeting with you, and you fail to meet with him/her, the process as outlined below will continue.
2. If the faculty member concludes that you did not commit academic misconduct, then there should be no academic sanction of any sort (i.e., no required re-writes, no reduced grades, etc.).
3. If the faculty member concludes that you did commit academic misconduct, then
 - a. s/he has the right to impose an academic sanction involving the course assignment/grade, final course grade, etc.).
 - b. s/he **must report** the misconduct (and any sanction imposed as a result of it) in writing within 14 calendar days of the informal conference with you, and any necessary investigation, to the Dean of Students via the Office of Student Ethics at 705 East 7th Street, 855-5419.
4. That office sends copies of the report to you, the dean of the school which offers the course, and (if different) the dean of your school. The Office of Student Ethics will also inform you that the Dean of Students is considering (as IU requires them to do) whether or not to impose an additional disciplinary sanction at the campus and/or university level.
5. The letter from the Office of the Dean of Students is the official university notification of the faculty member's misconduct charge and academic sanction.
 - a. If you understand the misconduct charge and academic sanction and consider them to be appropriate given the situation, you do not do anything; you will hear from the Dean of Students within 21 calendar days about any possible action to be taken by that office. That is the first step in concluding the matter at the campus and/or university level.
 - b. If you believe that the faculty member's misconduct charge and/or academic sanction is inappropriate, you may appeal either or both, as long as you do so within 14 calendar days of your receipt of the report from the Office of Student Ethics. Your initial statement regarding an appeal must

be in writing, sent to the dean of the school in which the course is offered. (If the course is offered through the College of Arts and Sciences – i.e., the course is not a Business, Education, HPER, SPEA, etc. course – then your letter is to be sent to Dean Kirstine Lindemann, Kirkwood Hall 012.) To appeal the faculty member's misconduct charge, you must demonstrate that the faculty member's evidence is not 'clear and convincing'. To appeal the faculty member's sanction, you must show that the sanction is arbitrary or not commensurate with the severity of the misconduct. (Remember to check the faculty member's syllabus to see what s/he has stated about the course policy regarding academic misconduct.)

⌚ You may not appeal if your purpose is to try to delay the process or to avoid the possibility of a further sanction by the Office of the Dean of Students.

c. If you do submit a written statement regarding an appeal, you will be contacted by the school that offers the course. If an appeal eventually goes before that school's unit hearing board, you are informed of further necessary steps. That committee notifies you and the faculty member in writing of its decision within 14 calendar days after the hearing ends. (In the College of Arts and Sciences, a hearing, if necessary, is conducted by the Academic Fairness Committee.)

d. The dean of the school in which the incident occurred or that school's unit hearing board (depending on how extensive the process was) also notifies the Office of the Dean of Students of its decision. You are then contacted by the Dean of Students with further information.

e. The decision of the unit hearing board is final and binding, unless you or the faculty member submits a written appeal request to the Dean of Faculties within 7 calendar days after receiving the decision of the school's unit hearing board. This request must be based on evidence of serious procedural irregularity in the hearing.

6. For complete procedures, please see the Code of Student Rights, Responsibilities and Conduct and the Procedures for Bloomington Campus (available on-line at <http://dsa.indiana.edu/Code/index1.html> and in hard copy from the Office of Student Ethics and Anti-Harassment Programs).